

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT  
MAINTENANCE

CLB  
(REGULATION)

It is the intent of the Board, and a part of its long-range plan, to solicit the support of the public for planning and providing resources needed for appropriate learning atmospheres. The Superintendent or designee will utilize community resources in appropriate ways to assist the Board in the maintenance and improvement of facilities.

REPAIRS TO  
EQUIPMENT

All equipment that can be repaired by District personnel will be done by the District and will not be done by outside sources. This will be accomplished by submitting an appropriate requisition through regular channels.

EQUIPMENT  
REPAIRED BY  
DISTRICT PERSONNEL

Types of Equipment	Address Requisition To
Audio-Visual Equipment	Media Services
Typewriters	Service Center-Office Machine Repair
Musical Instruments	Service Center-Musical Instrument Repair
Shop Equipment	Maintenance
Custodial Equipment	Building and Grounds
Food Service Equipment	Maintenance
Two-Way Radio	Technology

EQUIPMENT  
REPAIRED BY  
OUTSIDE SOURCES

All equipment that cannot be repaired by District personnel, but can be repaired by an outside source covered by a job order contract will be done in the manner. This will be accomplished by calling the vendor involved and requesting repair under the job order contract issued to that vendor. After the repair is completed, the school or department must submit a record of materials received from covering the repair. All requests must be coordinated through the principal or department head and will be regulated by procedures issued to the principals or department heads on an annual basis.

The following types of equipment may be repaired by outside sources using open purchase orders:

1. Copy machines;
2. Pianos;
3. Sewing machines;
4. Sound systems;

5. Special diagnostic shop equipment;
6. Televisions; and
7. Video recording equipment.

All equipment that cannot be repaired by District personnel or is not covered by a job order contract will be repaired on an individual basis by an outside source. This will be accomplished by submitting an appropriate requisition through regular channels to the purchasing department. The purchasing department will arrange for the suggested company or another company to accomplish the repairs or service. Upon completion of repairs, the school or department will submit a verification of materials received from covering the repair.

The following types of equipment may be repaired by outside sources using the standard requisition system:

1. Drafting equipment;
2. Photographic equipment;
3. Science equipment; or
4. Specialty equipment.

MAINTENANCE AND  
REPAIR ORDERS

Due to the large volume of business and the peak load of telephones at the service center between 7:30 a.m. and 9:00 a.m., and because service personnel work from written work orders, all requisitions will be sent to the appropriate director, except in emergencies that are telephoned to the maintenance office.

Requisition sent to the maintenance department will be categorized according to divisions within the department such as electricity, plumbing, glazing, carpentry, climate control, window shades, flagpoles, and the like.

FURNITURE MOVING  
PROCEDURE

The task of moving furniture between facilities will be the responsibility of the Building and Grounds Department:

1. Furniture and related items to be moved by the Building and Grounds Department will be moved based on availability of personnel and equipment.
2. Principals or designees must schedule the move with the Building and Grounds Department as far in advance of the required moving date as possible. However, no furniture will be moved with less than 24 hours' notice, with the exception of those situations declared an emergency by the department administrator.

3. If the furniture/equipment is to be moved from one site to another, the sending site must complete a fixed asset transfer form.
4. If the piece of furniture is to be evaluated for serviceability, a fixed asset disposition form must also accompany the request.
5. Furniture will not be moved until all paperwork has been completed.